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ABSTRACT

The course, which can also be taken as part of the Vocational Office Education--Secretarial series, gives students experience in typewriter composition, spelling, proofreading, setting up letters in two styles, acting as a receptionist, and in keeping bank records, a petty cash book, and a payroll. Course content includes the proportional space typewriter, fluid or spirit duplicating process, ink duplicating, transcription machine, full-keyboard adding-listing machine, and shorthand speedbuilding. Prior to enrollment in this course the clerical student should have completed "Typewriting Skills" and the secretarial student should have completed "Shorthand Basic Transcription." A bibliography and posttest are appended. (NH)

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AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

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Course Outline

VOCATIONAL OFFICE EDUCATION, CLERICAL - 7645
VOCATIONAL OFFICE EDUCATION, SECRETARIAL - 7758
(VOE Special Jobs, Clerical or Secretarial)
Department 48 - Quin 7645.01
7758.01

DADE COUNTY PUBLIC SCHOOLS

DIVISION OF INSTRUCTION • 1974

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D A D E C O U N T Y P U B L I C S C H O O L S

1 4 5 0 N O R T H E A S T S E C O N D A V E N U E

M I A M I, F L O R I D A 33132

Course Outline

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Department 48 - Quin 7645.01
7758.01

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VOCATIONAL AND ADULT EDUCATION

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Dade County Public Schools
Miami, Florida 33132

November, 1973

Published by the School Board of Dade County

Course Description

7645 7758	48	7645.01 7758.01	VOE Special Jobs, Clerical or Secretarial
State Category Number	County Dept. Number	County Course Number	Course Title

This is a one-quinmester course that includes jobs on the proportional space typewriter, the fluid duplicator and the ink duplicator; two integrated jobs on a transcription machine; and a one-week job as a receptionist. In the process of doing these jobs, the student should gain experience in composition at the typewriter, spelling, proofreading, setting up letters in two styles with two different styles of punctuation; and in the keeping of bank records, a petty cash book, and a payroll. A special job on the full-keyboard adding-listing machine is included for any student not currently or previously enrolled in an office machines course. Training in advanced shorthand should be integrated with this course of study for those enrolled as secretarial students.

Rotation of student assignments is necessary because of limited specialized equipment. It is suggested that one-fourth of the class enrollment be assigned to this course of study while the other students are engaged in the work of a sequential course of study--VOE No. 1, 2 or 3.

Indicators of Success: Prior to enrollment into this course, the clerical students should have attained the objectives of Intermediate Typewriting Skills (7764.41), and the secretarial students should have attained the objectives of Shorthand Basic Transcription (7748.41).

Clock Hours: 135

PREFACE

The following course outline has been prepared as a guide to help the student learn how to do many jobs required in offices. The assignments require the operation of machines that are common in the average office, such as, the proportional space typewriter, fluid and ink duplicators, the transcribing machine, adding-listing machines and shorthand machines.

Shorthand is an important skill in many offices. Some employers require both machine transcription and shorthand skills.

Ample materials are provided in the Appendix to assist the teacher in individualizing instruction. Some may need to be modified to conform to the equipment and supplies in the schools' classrooms.

This course is written for one quinmester; it can be used during any quinmester of the year. The total number of hours of instruction are 90 hours for clerical students and 135 hours for secretarial students. The outline consists of seven blocks of instruction for clerical students and eight blocks of instruction for secretarial students. The full keyboard adding-listing machine is an optional block and is recommended for students not enrolled in an office machines course. The program is designed to be flexible enough to allow time for group discussions, lectures, demonstrations, guest speakers, and the use of audiovisual aids.

Students who meet pre-entrance requirements in VOE, through previous scholastic records, should be admitted to this program.

This outline was developed through the cooperative efforts of the instructional and supervisory personnel, the Quinmester Advisory Committee and the Vocational Curriculum Materials Service, and has been approved by the Dade County Vocational Curriculum Committee.

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with Suggested Hourly Breakdown

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GOALS

The student must be able to demonstrate:

1. Ability to use the proportional space typewriter.
2. Knowledge and understanding of the fluid duplicating process.
3. Knowledge and understanding of the ink duplicating process.
4. Knowledge and understanding of the function and responsibilities of an office receptionist.
5. Ability to use a transcribing machine.
6. Ability to use a full-keyboard adding-listing machine.
7. Ability to meet the performance objectives of either shortand speed building or shorthand transcription. (Applicable to secretarial students only.)

SPECIFIC BLOCK OBJECTIVES

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BLOCK I - PROPORTIONAL SPACE TYPEWRITER

The student must be able to:

1. Demonstrate a knowledge of the functions and uses of the proportional space typewriter (executive or equivalent) by typing a given problem involving justified margins and enumerated columnar material.
2. Set up properly three centering problems and three tabulation problems on the proportional space typewriter from given rough draft copy
3. Compose and type correctly an original letter describing two advantages and two disadvantes of a proportional space typewriter.

BLOCK II - FLUID OR SPIRIT DUPLICATING PROCESS

The student must be able to:

1. Type the answers only to ten given questions concerning the fluid duplicating process.
2. Construct a greeting card on a masterset in three colors.
3. Run off at least ten copies on a fluid duplicating machine with correct placement and brightness of imprint.
4. Compose and type a rough draft description and a finished copy using correct sentence structure to explain three general uses of the fluid duplicator.

BLOCK III - INK DUPLICATOR

The student must be able to:

1. Plan the layout for a one-page announcement and prepare a clear-cut stencil using the typewriter and the illuminated drawing board with lettering guides. shading plates, and T-square.
2. Run off at least ten copies on a duplicating machine with proper placement and readability.
3. Correctly type the answers only to ten given questions concerning the ink duplicating process.

BLOCK IV - RECEPTIONIST

The student must be able to:

1. Demonstrate ability to perform properly the jobs of a typical receptionist including the keeping of a sign-in sheet, keeping repair cards up to date, filing papers, receiving visitors, acting as a messenger, etc., by doing these tasks during the course.
2. Make deposits, write checks, keep a checkstub record, and reconcile this record with a bank statement in a given simulated problem.
3. Keep a petty cash book and write petty cash receipts for a given simulated problem.

4. Make out a payroll change sheet and a requisition for payroll from given information.
5. Keep an individual employee's earnings record from given information.
6. Make out a time report and a payroll register from given information.

BLOCK V - TRANSCRIPTION MACHINE

The student must be able to:

1. Transcribe with at least 80 percent accuracy 30 spelling words on the typewriter from a test belt or cassette within 15 minutes.
2. Transcribe five given letters in modified block style with mixed punctuation from a belt or cassette using a letter-placement table, dictionary and other reference sources at a minimum rate of 10 words a minute with 80 percent accuracy.
3. Proofread, circle all errors and submit all work in a recommended form.
4. Type the answers only to a list of 20 questions pertaining to the transcriber.

BLOCK VI - FULL-KEYBOARD ADDING-LISTING MACHINE

The student must be able to:

1. Demonstrate he can use all the operative parts of the machine by solving 40 problems involving basic mathematical operation: adding, subraction, multiplication and division, within 30 minutes with 80 percent accuracy.
2. Make computations on at least two given business forms with 80 percent accuracy.

BLOCK VII - SHORTHAND SPEEDBUILDING - SHORTHAND TRANSCRIPTION (SECRETARIAL STUDENTS ONLY)

The student must be able to:

1. Take shorthand at least 5 words per minute above her previous level.
2. Transcribe mailable copy from this dictation.

BLOCK VIII - QUINMESTER POST-TEST

The student must be able to:

1. Satisfactorily complete the quinmester post-test.

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I. PROPORTIONAL SPACE TYPEWRITER

A. Parts of the Machine

B. Margin Setting and Centering
   1. Insertion of paper
   2. Locating and lining up for center

C. Tabulation
   1. No print
   2. Top row of numbers
   3. Lower row of numbers
   4. Typing of longest line
   5. Columnar headings

D. Composing
   1. Advantages of the proportional space typewriter
   2. Disadvantages of the proportional space typewriter
   3. Justified margins
   4. Summary

II. FLUID OR SPIRIT DUPLICATING PROCESS

A. Fluid Duplicator Worksheets
   1. Introduction
   2. Typing a master
   3. Running copies
   4. Correcting a master
   5. Securing attractive effects

B. Multi-Color Mastersets
   1. Hectograph carbons
   2. Hectograph pencils

C. Fluid Duplicating Machine Operation
   1. Paper loading
   2. Priming
   3. Placement
   4. Impression control
   5. Counting copies
   6. Care of machine

D. Rough Draft Manuscript
   1. Uses of a fluid duplicator
   2. Footnotes and grammar

E. Finished Manuscript

III. INK DUPLICATING PROCESS

A. Preparing a Stencil
   1. Illuminated drawing board
      a. Model copy
      b. Lettering
      c. Drawing
      d. Shading
      e. T Square
   2. Typewriter
      a. Manual
      b. Electric
      c. Corrections
      d. Automatic stencil makers

B. Stencil Duplicating Machine Operation
   1. Loading paper
   2. Placing stencil on drum
   3. Test copies
      a. Raising or lowering
      b. Adjusting paper guides
      c. Inking
   4. Counter
   5. Finished copies
      a. Handling
      b. Interleaving
   6. Disposition of stencil
   7. Care of machine
   8. Color

C. Manuscript
   1. Advantages and disadvantages of an ink duplicator
   2. Documenting references

IV. RECEPTIONIST

A. Duties
   1. Sign-in sheet
   2. Repair cards
   3. Filing papers
   4. Receiving visitors
   5. Messenger
   6. Recordkeeping procedures
   7. Telephone techniques (See Quinmester Course VOE No. 2)

IV. RECEPTIONIST (Contd.)

B. Responsibilities
   1. Assisting instructor
   2. Keeping room in order

V. TRANSCRIPTION MACHINE

A. Operation of the Machine
   1. On-off switch
   2. Headset
   3. Foot control
   4. Insertion of belt or cassette
   5. Index
      a. Insertion
      b. Scan for corrections and special instructions
   6. Special controls
      a. Speed
      b. Tone
      c. Tune
   7. Warning buzzers
   8. Removal of belt or cassette

B. English Fundamentals
   1. Spelling words
   2. Punctuation, abbreviations, dates
   3. Capitalization

C. Letter Placement

D. Letter Styles and Punctuation Styles

E. Proofreading

F. Advantages of Using the Machine

VI. FULL-KEYBOARD ADDING-LISTING MACHINE

A. Parts of the Machine

B. Functions of the Machine
   1. Addition
   2. Subtraction
   3. Multiplication

C. Multiple-Key Fingering Techniques

D. Techniques Applied to Various Business Forms

VII. SHORTHAND SPEEDBUILDING - SHORTHAND TRANSCRIPTION (SECRETARIAL STUDENTS ONLY)

A. Review of Fundamentals and Short Forms

B. Dictation from Tapes at Increasing Speeds

C. Transcription Skill Building

VIII. QUINMESTER POSTTEST

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Supplementary References:

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16. How To Plan and Publish a Mimeographed Newspaper. Chicago: A. B. Dick Publishing Company.

17. How To Operate the Ditto. Chicago: Ditto Division, Bell and Howell.

18. Instructions for Care and Operation of Ditto, Direct Process Duplicator. Chicago: Ditto Division, Bell and Howell.

19. Ivarie, Theodore W., and Others. Mimeograph Series.

20. Lamb, Marion M. Word Studies. 6th ed. Cincinnati: South-Western Publishing Co., 1971.

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Periodicals:

25. Balance Sheet, The. Cincinnati: South-Western Publishing Company. Monthly.

26. Business Education Forum. Washington: National Business Education Association. Monthly.

27. Business Education World. New York: Gregg Division of McGraw-Hill Book Company. Five issues yearly.

28. Journal of Business Education. Wilkes-Barre: Robert C. Trethaway. Monthly

29. Today's Secretary. New York: Gregg Division of McGraw-Hill Book Company. Monthly, September through June.

Films:

Dade County Number

1. Duplicating by the Spirit Method. 16 mm. 14 min. Color. Sound. 1-11566

2. Duties of a Secretary. 16 mm. 30 min. B/W. Sound. 1-31314

3. Mimeographing Techniques. 16 mm. 16 min. Color. Sound. 1-11571

4. Secretary, The: Taking Dictation. 16 mm. 11 min. B/W. Sound. 1-04015

5. A Matter of Some Urgency. 16 mm. 19 min. Color. Sound. Use of all duplicating and copying processes. Miami, Florida: A. B. Dick Company.

Filmstrips and/or Slides:

6. Techniques of Modern Fluid Duplicating, Part I. "The Master" 35 mm. 15 min. Color. Sound. 12", 33-1/3 rpm record. Available for automatic (Dukane) or manual sound filmstrip projectors. Miami, Florida: A. B. Dick Company.

7. Techniques of Modern Fluid Duplicating, Part II. "The Fluid Duplicator." 35 mm. 15 min. Color. Sound. 12" 33-1/3. rpm record. Available for automatic (Dukane) or manual sound filmstrip projectors. Miami, Florida: A. B. Dick Company.

8. Techniques of Modern Mimeographing, Part I. "The Stencil." 35 mm. 22 min. Color. Sound record. Available for automatic (Dukane) or manual sound filmstrip projectors. Miami, Florida: A. B. Dick Company.

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A P P E N D I X

Quinmester Posttest Sample

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Quinmester Posttest

Name _____ Date _____ Score ____

A. True-False Test Items

Indicate in the answer column whether each of the following statements is true or false.

1. On the proportional space typewriter, you should backspace from the center of your paper to center a problem. ____
2. The repositioning indicator is used to line up the copy in order to make corrections on a proportional space typewriter. ____
3. You can run 300 copies with a good spirit or fluid master. ____
4. You cannot retype on an erased spot of a spirit master. ____
5. A spirit or fluid masterset consists of five sheets. ____
6. On an electric ink duplicating machine, the drum should be left in a down position so that the ink will fill the holes and not dry up. ____
7. A stylus is the name of a tool we use to print letters or numbers and draw lines. ____
8. The fluid duplicator, spirit duplicator, and liquid duplicator are all the same process. ____
9. A model is what we call the copy that we type before making a finished copy on a stencil. ____
10. An absorbent file folder is not used for storing the stencil in a stencil file cabinet. ____
11. When you hear two voices on the transcriber, you adjust the tuning control. ____
12. When removing a belt from the transcribing machine, the part used to remove the belt is the belt roller. ____
13. You can move the scanner on the transcribing machine in order to go quickly to another point on the magnetic belt. ____
14. If you move the tone control on the transcribing machine too far toward the right, a man will sound like a woman. ____
15. A full-keyboard adding-listing machine has ten keys. ____

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16. Zeros are very important and must be depressed on the full-keyboard adding-listing machine. ____

17. If you press several keys at the same time on a full-keyboard adding-listing machine, you will jam the machine ____

B. Completion Test Items

Complete each of the following statements by writing the missing word or words in the space provided.

1. There are _____ space bars on the Executive Typewriter.

2. The _____ margin on the Executive Typewriter does not actually set.

3. The part that is located underneath the Executive Typewriter to the far right of the keyboard below the little window is call the _____.

4. To dampen the wick on the fluid duplicator before you start to run copies, you must _____ it.

5. A _____ _____ type of pen should be used when writing on a spirit master.

6. If the wick on the fluid duplicator is extremely wet, you will get _____ copies.

7. To make vertical or horizontal lines on an illuminated drawing board, we use a _____.

8. A _____ _____ is used to check the quantity of ink in the ink duplicator drum.

9. A _____ _____ is sometimes needed in typing a stencil tp prevent the cutting of letters too deeply.

10. You must always fill out the _____ before writing out a check.

11. A/An _____ Indorsement allows anyone to cash a check.

12. If the employees are paid by cash, it is usually necessary to make out a payroll _____ sheet in order to obtain the proper denominations from the bank.

13. You must adjust the _____ _____ when you hear two voices on the transcribing machine.

14. The index tab on all transcribing machines has various markings to indicate the end of letters and _____.

15. The typist should come down _____ spaces after the date if a letter has 200 words in its body.

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C. Matching Test Items

Select the capital letter that matches the definition, and print the number in the space provided.

1. Petty cash		a. That which adjusts voice echo on the transcribing machine.	( )
2. Wick		b. You use this part to go quickly from one part of a magnetic transcribing belt to another.	( )
3. Tape		c. The fund used by businesses for incidental expenses.	( )
4. Impression control		d. A special tool to write letters or draw lines on a stencil.	( )
5. Stylus		e. This part on a fluid duplicator becomes wet in order to make copies	( )
6. Off/on switch		f. Another name for the spirit duplicating process.	( )
7. Tuning control		g. Adjust this part on a fluid duplicator for more pressure.	( )
8. Scanner		h. To turn on the Executive Typewriter you must use this.	( )
9. Repeat key		i. The answers to problems appear on this part of the full-keyboard adding-listing machine.	( )
10. Ditto		j. Instead of pressing the same numbers many times, you use this part of the full-keyboard adding-listing machine.	( )

D. Multiple Choice Test Items

Select the correctly spelled word in each group and place the letter that identifies that word in the answer column.

1. (a) Cooperat, (b) co-operate, (c) cooperate ____
2. (a) Conceeded, (b) conceded, (c) concided ____
3. (a) Calendars, (b) calanders, (c) calendars ____
4. (a) Responsable, (b) responsible, (c) responcble ____
5. (a) Mediocer, (b) mediocre, (c) mediacre ____
6. (a) Advisible, (b) advisibel, (c) advisable ____

7. (a) Liaison, (b) Liason, (c) Liaeson, (d) liaisen ____

8. (a) Totalled, (b) totaled, (c) totled ____

9. (a) Grammar, (b) grammer, (c) grammar ____

10. (a) Fulfilled, (b) Fullfilled, (c) fullfiled ____

E. The teacher should provide practical application problems to evaluate every student on the proportional space typewriter, the fluid duplicator, the ink duplicator, the transcription machine, and the full-keyboard adding-listing machine. These problems should cover all of the minimum specific objectives described in this course of study.

F. Secretarial Students Only - Since this course of study may be used during any quinmester of the year, the course of study in shorthand will depend upon the time of the year that the student is taking this course. Therefore, consult one of the shorthand quinmester courses of study applicable to the individual progress of the student.

Directions for administering a final evaluation and the criteria to be used for grading this evaluation may be found in Shorthand Speed Building, Shorthand Transcription, Advanced Dictation and Transcription, and Office-Style, Legal, Medical or Technical Dictation and Transcription.

ANSWER KEY TO QUINMESTER-POSTTEST

A. True-False

1. False
2. True
3. True
4. True
5. False
6. False
7. True
8. True
9. True
10. True
11. True
12. False
13. True
14. True
15. False
16. False
17. False

B. Completion

1. Two
2. Right
3. Off/on switch, or switch
4. Prime
5. Ball point
6. Fewer
7. T-Square
8. Measuring rod
9. Typing film
10. Stub
11. Blank or open
12. Change
13. Tuning control
14. Directions
15. Four

C. Matching

a. 7
b. 8
c. 1
d. 5
e. 2
f. 10
g. 4
h. 6
i. 3
j. 9

D. Multiple Choice

1. c	6. c
2. b	7. a
3. a	8. b
4. b	9. a
5. b	10. a

E. The teacher should prepare a grading scale for this section based on overall performance on each machine. Speed technique and accuracy must be taken into consideration.

F. The criteria to be used for grading this evaluation may be found in courses of study for Shorthand Speed Building, Shorthand Transcription, Advanced Dictation and Transcription, and Office-Style, Legal, Medical, or Technical Dictation and Transcription.

Office of Vocational and Adult
Education
Dade County Public Schools
1450 Northeast Second Avenue
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PROPORTIONAL SPACE TYPEWRITER

OBJECTIVE:

The student will be able to type all work on a proportional space typewriter with a high degree of competency.

ASSIGNMENT:

Open IBM booklet, "Executive Typewriter--Operating Instructions, to page 1, refering to the booklet and typewriter as the following parts are studies.

TO THE STUDENT:

Instructions for this unit are for the Executive Typewriter made by IBM. If your proportional space typewriter is another kind, all of the instructions may not be appropriate.

Unit I - Parts of the Machine

1. Motor switch (Page 11) - An adjustment handle is located underneath your machine to the right of the keyboard directly below the little window. Look through this window and be sure it reads "ff" when you are not typing on this machine.

2. Type bar guide - This is located in the same place on all typewriters. If you cannot find it, it will help you to know that this is the part the type bar is guided by when the key makes contact with your paper. You must know what this is or you will not be able to progress (If you cannot find it, ask your instructor).

3. Line position lever (Page 5) - This is known more commonly as the rachet release. Its normal position is pushed back away from you.

4. Front paper scale (Page 3) - This is a scale at the lower front of the platen (cylinder) extending from 0 to 125. Use the bottom portion of this scale for setting margins and tab stops. You can set margins and tabs only on the white marks of this bottom scale. The top portion of this scale is called a "centering scale," you will see why later.

5. Multiple copy control (A, B, C, D, E, F) (Page 5) - The handle for this control is just behind the right carriage release. Keep this on "A" unless more than three copies are to be typed.

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6. Clear View Card Holder (Page 3) - A plastic card holder stationed in front of the platen gives you a longer visible work area, improves paper feeding and card holding, and permits you to type to the bottom of the paper. You will learn to use this later when you learn to center headings.

7. Repositioning indicator lever (Page 7) - Look directly underneath the type bar guide. There is a wire running vertically across the front paper scale. This, of course, tells you at what point you are typing. On a proportional space typewriter it is very difficult to line up at the same point when typing corrections; therefore, there is a special attachment incorporated with this printing point indicator. You will notice a little wing in front of the typewriter marked REPOS. IND. Push this wing down firmly and keep it down. What happens? Did you notice a little pointer coming up in front of the paper? If not, push the wing down again. This little pointer is always lined up with the right edge of the preceding character where something is to be inserted. This little wire is the REPOSITIONING INDICATOR LEVER. Read the reference to this part on Page 7 of the "Executive Typewriter--Operating Instructions booklet. Type a word on a scratch sheet of paper, backspace to the beginning of the word, and typy over the same word. Repeat this process.

8. Copy guide (Page 2) - This is located on the top of the platen (cylinder). The top scale on this guide is marked off from the center in inches from 0 to 7-1/2 on the right and to 8 on the left; the bottom scale corresponds to the lower scale of the front paper scale. You will use the top scale of this copy guide later in determining margin widths.

9. Ribbon Position Lever (page 8) - This part is located directly above the keyboard on the left. When it is pushed down, your typewriter will not print (this is the stencil position). Turn the machine on and try it.

10. Expand Lever (Page 8) - An automatic device that is used for making expanded headings, etc., is located to the right of the ribbon position lever. When it is pushed down, the machine will leave automatically a small amount of space between letters. Turn the machine on and try it.

11. Impression indicator (Page 12) - This is an adjustment for darker or heavier print impressions. You will notice a little window to the left of the keyboard. There is an adjustment handle located underneath the machine directly below this window. Move this handle back and forth. Notice that the numbers progress from 1 to 10. This adjustment should be kept on "2" or "3" unless a darker or heavier impression is necessary.

12. Tab clear (Page 10) - This is a wing just above the keyboard on the right. Move the carriage to the extreme left. With your index finger, hold down the "clear wing" as you flick the carriage return. (If you wished to remove one tab stop, you could tab to it and depress the "clear" wing.)

13. Tab set (Page 10) - The lever is located just to the right of the tab clear. Move the carriage to the desired point on the lower or bottom scale. Depress "set" wing. Tabs on the Executive IBM Electric can be set ONLY at white lines on the lower scale.

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14. Margin reset key (Page 6) - This wing is located on the right side of the row of wing levers. It is called a "margin set" on most typewriters. This typewriter has a "contact margin." In other words, in order to change a margin, you must first move the carriage to contact the old margin. Caution: Do not depress this key until the carriage stop is against the margin that you wish to move. Refer to Page 6 (only) of the "Executive Typewriter--Operating Instructions" booklet for further instructions on this process.

15. Backspace key (Page 13) - This key is just below the margin reset wing. The backspace key will backspace only 1 unit at a time. Consult Page 14 of your booklet to see what we mean by "unit spacing." It is not necessary to memorize this procedure at this time.

16. Carriage return (Page 13) - This key is in the same position on most electric typewriters. Notice that it is to the right of the keyboard; therefore, it is necessary that you learn to use the semicolon finger on this key.

17. Two-Unit space bar (Page 13) - Located in the usual space bar position and operated by the right thumb only, this space bar is used for normal spacing between words.

18. Three-unit space bar (Page 13) - This space bar is just left of the 2-unit space bar and is operated with the left thumb. It is used primarily when setting up numbers in columns.

The student should now devote approximately 30 minutes to the study, manipulation, and memorization of these 18 parts before proceeding to Unit II.

Unit II - Using the Proportional Space Typewriter

The IBM Executive is a typewriter with proportional lettering. On ordinary typewriters, all letters take exactly the same amount of space. As you saw when you looked in the "Executive Typewriter--Operating Instructions" booklet, each letter automatically is given its natural amount of space according to its width. You are now going to do some typing so that you can see this proportional lettering. Before doing this, the paper must be inserted and margins adjusted; therefore, please follow these steps:

Section A - Margin Setting and Centering

1. Turn the switch to the "on" position.

2. Roll your paper into the machine as near the middle of the platen as possible.

3. Depress the carriage release and move the carriage to the point where your PRINTING POINT INDICATOR is exactly on 65 of the front paper scale. You will notice a little arrowhead or wedge pointing directly to this number. (From this point on, use the yellow booklet entitled "Executive Electric Typewriter Program" unless told otherwise.)

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4. Pull back the paper release and position the paper so that the left and right sides line up with the outer black lines on the CLEAR VIEW CARD HOLDER. Now push the paper release back again and move the paper guide against the left side of your paper. From now on, the paper guide will be used when inserting 8-1/2" x 11" paper providing you do not move the paper guide from its present position.

5. Roll the paper down far enough so that you can see the copy guide and notice that the number "3" (left) on the top scale of the copy guide is approximately 1-1/4" from the left side of your paper. Note also that this "3" on the upper scale of the copy guide corresponds to the number 41 of the lower scale, which in turn corresponds to the 41 on the front paper scale. Move your left margin to this point and you will have a 1-1/4" left margin. Remember, when changing margins on this typewriter, you must first contact the previously set margin.

6. Notice that the number 3 (right) on the upper scale of you copy guide is approximately 1-1/4" from the right side of your paper. Note that this 3 on the upper scale of the copy guide corresponds to the number 89 of the lower scale which in turn corresponds to the number 89 on the front paper scale. Now move the right margin bell to a little beyond this point following the instructions in the "Executive Electric Typewriter Program," yellow booklet, Page 11.

7. Refer to the booklet, turn on the machine, and type each line two or three times (Page 5). Let your fingers tap the keys gently, pressure is not necessary. If your line is not long enough, move the margins out a little further. Do not make any corrections at this time; just get used to the touch of the typewriter.

8. Turn to Page 6 of the "Executive Electric Typewriter Program," yellow booklet, and look at the top half of the page. We are not going to memorize units of space, but the information on this page will give you more of an idea of what we mean by "proportional spacing."

9. By depressing beyond normal typing depth and holding down any of the following keys, action is repeated until the key is released: underscore, back spacer, carriage return, 3 unit space bar, and hyphen. Try these keys and see how they work. These automatic repeat keys are referred to in the IBM booklet as "typamatic" keys.

10. You will notice a wing marked "no print." Push this wing down. Move your carriage to the arrowhead or center of your paper. Now push your shift lock down and type IBM EXECUTIVE TYPEWRITER. If you pushed the wing down, your keys will not have made contact with your paper. Note the number on the front of the paper scale where you stopped - you should have ended at 87.

11. Return your carriage and look at the front paper scale. If you will look closely at the top of this scale, you will notice another row of numbers which has already been referred to as the centering scale. These numbers run from right to left from the center of your paper. Release the "no print" wing. Place your carriage so that the printing point indicator is on 87 of this top scale. Type IBM EXECUTIVE TYPEWRITER again. Now, roll the paper up so that you can see this heading. Does

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it look centered? If it does not, go back to step 10 and repeat instructions. If it still does not appear to be centered, consult your instructor.

12. Do three centering problems from your typing textbook "20th Century Typewriting," 9th ed. Note: There are about 5 lines to an inch on this typewriter. Forget directions in the text - center all problems horizontally and vertically.

Section B - Tabulation

You have learned how to set your margins and center headings. You should be ready to proceed to the following method of setting up and tabulation problem:

1. The left margin for any tabulation is found by using almost the same procedure used in Section A for centering headings. Push the "no print" wing down. Move the carriage to the (arrowhead) center of the paper. Open the IBM booklet to Page 22. Now type the longest line in the first column of the problem that you see on this page, hit the 2-unit space bar 20 times for spaces between columns, and type the longest line in the last column. Note at what number on your front paper scale you stopped.

2. Return the carriage and look at the top row of numbers on the front paper scale. The number in this top row of numbers should correspond approximately to a number in the lower row. Set your left marging at this point (or the closest white niche).

3. Clear all tab stops.

4. The "no print" wing should still be down. Type the longest line in the first column again and space forward 20 times (spaces between columns) with your 2-unit space bar. You should now be near a white niche on the front paper scale. You may have ended up a little before a niche; therefore, it may be necessary for you to make sure that your printing point indicator is exactly on a white line. When you are sure that you are on the white line of this scale, push the tab set key down.

5. Release the "no print" wing.

6. If you want to check for accuracy, roll a practice sheet of paper into your machine and type the longest line in the first column, tab over to the tab stop, and type the longest line in the second column. Now take this scratch sheet of paper out of the machine and measure the left and right margins with a ruler - they should be approximately equal. If they are not almost equal, go back to Step 1 of this section and start over again. If your work is still not correct, consult your instructor.

7. Center the problem found on Page 22 of the IBM booklet both vertically and horizontally. Vertical centering on this typewriter is about the same as on any other; however, you must keep in mind that you only have 58 lines available (see Page 17 for instruction on vertical centering). Remember you still have to go through the entire procedure on centering in order to center the heading of this problem (your machine is set up for the body of the problem not the heading).

8. See Textbook tabulation problems "20th Century Typewriting" 9th ed., on Page 184. Do problems 1 and 2 only. Do problem 1 exactly the same way that you just did the last problem; however, this problem does have more columns. Make sure that the longest line in each column is used in setting it up. The three-unit space bar might be used with this problem.

   Do problem 2 the same way, but be sure that you leave a blank line for the columnar headings. When the entire problem has been completed (except for columnar headings), find the center of the longest line in the first column by pushing down the reposition indicator and backspacing until you feel that you're in the middle of this word. Then back up to the columnar heading line. Don't move the carriage, just turn the cylinder downward until this line is located. The next step is to backspace three units for every two letters of this columnar heading (be sure to depress the margin release wing while doing this). Type this heading, it should now be centered over the longest line. Repeat this whole procedure for the other two columns.

9. As the last assignment in this job, you will compose a letter to me (the teacher) in modified block style with mixed punctuation and no paragraph indentions. In this letter you will explain the advantages and disadvantages of the IBM Executive Typewriter. One paragraph might contain the advantages, another paragraph might contain the disadvantages, and the third or final paragraph should contain a summary of your own opinions pertaining to this typewriter. Your own name will be signed to the letter. You can get extra credit if you will read the IBM booklet on justification and proportional spacing. The extra credit can be earned by justifying the right margin of this letter and explaining in the letter the advantages of proportional spacing.

Section C - Justifying Margins

Follow instructions in the IBM booklet to maintain an even right margin as you type a paragraph of at least five lines.

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Name _____

Date _____ Periods ____

WRITTEN EXAMINATION FOR PROPORTIONAL SPACE TYPEWRITER JOB
(In Addition to a Performance Test)

Business English

In the space provided below, type a paragraph of eight to ten lines explaining the advantage of proportional spacing in justifying a right marging. Be sure that you do a rough draft before placing the paragraph on this sheet. Use one-inch margins and double space the entire paragraph. (10 Points possible, one point off for each error in English usage.)

Office Practice

1. What part of the proportional space typewriter do you you use in order to strike over a letter (to line up)? Repositioning indicator
2. What wing must you push down in order to give a space between letters? Expand
3. Which margin on this machine does not actually set? Right
4. How many space bars are there on this machine? Two
5. You can set margins and tab stops only on what? Lower white niches
6. Name the part that is located underneath this machine to the right of the keyboard below thelittle window. Switch
7. Name the part that is located underneath this machine to the left of the keyboard below the little window. Impression control
8. The backspace key backspaces how many units at a time? One
9. The space bar on the left moves forward how many units at a time? Three
10. When centering on this machine, do you backspace from the center of your paper as you do on a standard typewriter? No

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FLUID DUPLICATOR JOB (Ditto or Spirit Duplicator)

OBJECTIVE:

To be able to make and run off materials using the ditto or spirit duplicating process.

ASSIGNMENT:

Basic Assignment

1. Study - Clerical Office Practice, 4th ed.
   Unit 10 - Duplicating Processes.
   Parts 1, 2, 3, 4.
   Pages 329-373.

2. Study - Clerical Office Practice, 3rd ed.
   Unit 8 - Duplicating Processes.
   Parts 1, 2, 3.
   Pages 279-301.

3. Study - Secretarial Office Practice, 7th ed.
   Unit 10 - Duplicating Processes.
   Parts, 1, 2, 3, 4.
   Pages 351-395.

TO THE STUDENT:

Study the above pages on various types of duplicating processes. Ask your instructor for the five "Ditto Worksheets." Use the following procedure with these worksheets and do all assigned work:

1. Read each page and write the answers only to the question at the end of each page. Use a plain sheet of notebook paper for these answers.

2. After you have answered all of these questions, ask your instructor for a key to check your answers. When you have a wrong answer, cross out this answer and write the correct answer.

3. You should now have four columns of correct answers. Use these answers to do a four-column tab problem on the typewriter. The main heading will be FLUID DUPLICATOR WORKSHEETS. Columnar headings will be Worksheet #1, Worksheet #2, Worksheet #4, and Worksheet #5.

4. Study these correct answers. When you are sure that you know why the answers you missed were wrong, ask the instructor for the "Fluid Duplicator Test." Do this test as you do all tests. Standard heading in upper right corner, main heading centered, number as you go along, and single-space the answers only down the left margin. DON'T TALK. Turn in test papers and wait for your instructor to check your work.

5. You are now ready to do some work on a master that you will run off on the fluid duplicator. Ask your instructor for tracing paper in order to do a model copy of a greeting card. This model copy should be done with a pencil.

6. After the model copy is done, submit it to the instructor for approval. If it is approved, you will be given a purple master, a red piece of carbon, and a green piece of carbon. These three colors must be incorporated in your greeting card. Ask your instructor how to staple the model copy to the master. Consult "Ditto Worksheet #5" if you have forgotten the directions on how to use color. Be sure to use a ball point pen to go over the lines that you made on the model copy.

7. Submit the master to your instructor. If it is approved, run off as many copies as you can use (up to 30). Save one good copy to include with this job.

8. As the last part of this job, you will type a one-page manuscript explaining (in your own words) the many uses of the fluid duplicator. Before doing a finished copy, however, prepare a rough draft and submit it to the instructor. Be sure that you footnote all quotations - use any reference source that you desire.

9. Prepare a cover sheet in the usual manner. Your main heading will be FLUID DUPLICATOR JOB. Parts of the job will then be listed as follows: Fluid Duplicator Worksheets, Fluid Duplicator Test, Greeting Card, and Manuscript.

Name _____

Date _____ Score ____

WRITTEN EXAMINATION FOR FLUID DUPLICATOR JOB
(In Addition to a Performance Test)

Business English

In the space provided below, type a paragraph of eight to ten lines explaining some of the advantages that the fluid duplicating process has over one of the other duplicating processes. Be sure that you do a rough draft before placing the paragraph on this sheet. Use one-inch margins and double space the entire paragraph. (10 Points possible, one point off for each error in English usage and manuscript rules.)

Office Practice

1. How many copies can be run with a good master? 300
2. The fluid duplicator process is also known by what other name? Spirit (liquid)
3. If the wick is very wet, are copies light or dark? Dark
4. If the wick is extremely wet, will you get more or fewer copies? Fewer
5. Can you use the same spot on the carbon twice? No
6. If you are using a manual typewriter, should the capitals by typed with a lighter or firmer touch? Firmer
7. What is a ready-made pack consisting of a master and a carbon called? ____ Masterset
8. To dampen the wick before you start to run copies, you must _____ the machine. Prime
9. What lever do you move up and down to dampen the wick? Copy control
10. What type of pen should you use when drawing or writing on a master? ___ Ball point

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INK DUPLICATOR JOB (Mimeographing)

OBJECTIVE:

To be able to make and run off materials using the ink duplicator process.

ASSIGNMENT:

Study the unit in your Clerical Office Practice (COP) textbook on mimeographing.

TO THE STUDENT:

There are many references that may be consulted for this job. Ask your instructor for the folder which contains the booklets, "Fundamentals of Mimeographing and "Techniques of Mimeographing." Another good source is your COP or SOP textbook on "Stencil Duplicating." As an introduction to this unit, it would be to your advantage to skim over most of this material so that you will know what is available. Sound filmstrips on this duplicating procedure are also helpful.

1. Prepare a stencil properly by following each step carefully in this order:

   a. Read Lessons 1, 2, 4, 5, 6 and 7 in "Fundamentals of Memeographing." Don't do any of the work in these lessons. However, it is important that you learn the correct names of all materials that are used in described jobs.

   b. Obtain tracing paper from your teacher and prepare a "model copy" for a stencil. This model copy should have a main heading and a brief paragraph (approximately the first 13 lines) describing in your own words the styli that are available in the room--see your instructor for their location. This "model copy" will also include some lettering and a drawing (remainder of lines on paper). If you use a sharpened hard-lead pencil, you should be able to use the various lettering devices (without having to use the styli) on this model copy. The drawing should be made with a <u>pen</u> containing black ink. Indicate on this drawing the area where you will be using a shading plate.

   c. You should now be ready to put your knowledge to practical use. Ask your instructor for the stencil assembly, type cleaner, correction fluid, styli, paper clips and all other materials that you

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will need to prepare a stencil. After you have prepared your typewriter, insert the stencil assembly and type the main heading and the short paragraph (use the model copy as your guide). Remove the stencil from the typewriter and insert and secure the stencil with proper accessories to the mimeoscope, complete the lettering and the drawing. Consult your references ("Techniques of Mimeographing" and "Fundamentals of Mimeographing") frequently so that this is done properly. Remember, all lines that you draw must show up brightly through the stencil; but any "cutting" will allow excess ink to flow through and blot your copy.

d. Prepare the ink duplicator for operation. Consult Lesson 4 in "Fundamentals of Mimeographing." Use plenty of newspaper as you carefully place the cover that is presently on the drum between sections of newspaper and smooth out firmly--this same drum cover will have to be replaced when you are done. Check and adjust for placement if necessary. Be sure to keep one good copy to turn in with this job. When you have obtained at least one good copy, you are free to throw away the stencil unless you prefer to keep it for your own personal use. If this is the case, be sure to keep the stencil in one of the absorbent stencil folders--you should follow the procedure for cleaning the stencil first.

2. Ask your instructor for the test on the ink duplicator. Don't talk while taking this test. Upon completion, take it to the teacher to check.

3. Type a one-page manuscript explaining the advantages and disadvantages of the ink duplicator as compared to other duplicating methods (fluid duplicator, thermal copier and offset duplicator). You must be factual in your explanation; therefore, it is important that you consult your references (such as Unit 10, Parts 1-4, in COP text). Be sure to footnote any direct quotes that you may use.

4. Prepare a cover sheet in the usual manner. Your main heading will be INK DUPLICATOR JOB. Parts of the job will then be listed as follows: Sample Copy of Work, Ink Duplicator Test and Manuscript.

Name _____

Date _____ Score ____

WRITTEN EXAMINATION FOR INK DUPLICATOR JOB
(In Addition to a Performance Test)

Business English

In the space provided below, type a paragraph of eight to ten lines explaining how you can use the ink duplicator to make form letters. Be sure that you do a rough draft before placing the paragraph on this sheet. Use one-inch margins and double space the entire paragraph. (10 points possible, one point off for each error in English usage.)

Office Practice

1. What is the name of the special tool that is used to write letters of the alphabet or to draw lines? Stylus
2. What is the name of the special tool that is placed on top of the illuminated drawing board to make vertical or horizontal lines straight? T-square
3. What do we call the copy that we type before making a finished copy on a stencil? Model
4. Name the sheet that is inserted under the stencil with its glossy side up. Cushion
5. What kind of file folder is used to store the stencil for future use? Absorbent
6. What is used to check the quantity of ink that is in the drum? Measuring rod
7. Before drawing on the illuminated drawing board, what must be placed immediately underneat the stencil sheet? Flexible writing plate
8. What should be used on top of the stencil when typing if the typewriter is cutting letters too deeply? Typing film
9. In order to clean out dirt that is imbedded in the keys you can use a cleaning brush and/or what else? Cleaning fluid
10. The drum should always be left in what position? Stop here

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JOBS FOR THE RECEPTIONIST AND/OR OFFICE MANAGER

OBJECTIVE:

The student will learn the various duties of running an office by actually doing managerial tasks.

TO THE STUDENT:

Assist your instructor by carrying out all of the following duties:

1. Keep the sign-in sheet accurately. It is your duty to indicate absence or tardiness in the correct column.
2. Keep repair cards for machines up to date.
3. Keep all papers filed in folders.
4. Receive visitors and get directions for any jobs.
5. Check jobs for completeness and stamp your teacher's name on them. Pass out new job sheets when finished jobs have been turned in.
6. Read "Financial Records" and "Receptionist" units in the COP or SOP textbook. Do workbook exercises if time permits.
7. Act as a messenger.
8. Hand out hall passes.
9. Type miscellaneous work that may be given to you and run off stencils if necessary.
10. Change typewriter ribbons when necessary.
11. Make out the weekly pay checks. This requires keeping the balance up to date - refer to Financial Records Unit again for this. Paychecks will be made out on Tuesday following the end of the previous weekly pay period.

Name _____

Date _____ Score ____

EXAMINATION FOR RECEPTIONIST JOB

Business English

In the space provided below, type a paragraph of eight to ten lines explaining the importance of personal appearance and good grooming in the job or receptionist. However, be sure that you do a rough draft before placing the paragraph on this sheet. Use one-inch margins and double space the entire paragraph. (10 Points possible, one point off for each error in English usage.)

Office Practice

1. When opening a bank account, the first thing that you must fill out is a/an _____ card. _____
2. You must always fill out the _____ before writing out the check. _____
3. If a check is less than one dollar, one should precede the spelled-out amount with the word _____. _____
4. You should write a check out to _____ if you are cashing it right away and you don't care who cashes it after you. _____
5. A/An _____ indorsement allows anyone to cash the check. _____
6. Comparing the bank statement with the checkbook balance and accounting for the difference is known as _____ the bank statement. _____
7. If the employees are paid by cash, it is usually necessary to make out a payroll _____ sheet in order to obtain the proper denominations from the bank. _____
8. The _____ fund is for incidental expenses and is usually handled by the receptionist. _____
9. Can a check be predated or postdated? (Legally) _____
10. Is the payee the person receiving the money? _____

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TRANSCRIBER JOB #1 (Transcribing Unit)

OBJECTIVES:

To help the student to acquire ability to transcribe with speed and accuracy from transcribing belts.

ASSIGNMENT:

Before using the transcribing machine read all directions in your booklet.

TO THE STUDENT:

The transcribing unit consists of 10 IBM belts divided into two jobs: Transcriber Job #1, which includes practice belts 1-4 and test belt #5, and Transcriber Job #2, which includes practice belts 6-9 and test belt #10.

The transcribing unit is made up of the following materials:

Item #1 - Transcribing Machine
Item #2 - Earphone/Cord set
Item #3 - Foot pedal
Item #4 - Package of IBM practice belts and index tabs. (All test belts are kept by the teacher.)
Item #5 - Set of two books
a. Transcription Techniques (Spiral bound)
b. Teacher's Manual for Transcription Techniques

Each machine together with the corresponding parts has a number which is assigned to the student who is using the unit.

Instructions for operating the transcribing unit are found in Unit 1, Page 2 of the spiral bound book, Transcription Techniques. Before going any further, read Lesson 1 carefully. After you have done so, you are ready to start on practice belt #1. It is advisable that you look over the lesson corresponding to the belt as each lesson contains many good pointers on punctuation, abbreviations, dates, etc., which will be helpfult to you when taking the test as well as when typing other material.

The other book, Teacher's Manual for Transcription Techniques, contains completed exercises corresponding to the practice belts. For example, the practice material given in belt #1 can be found in Lesson 1 of this book. This allows the operator to check his typing for errors that may have been overlooked.

Each belt will start with a spelling paragraph which will stress certain words. These words will later be given as a spelling test at the beginning of test belt #5. They can be reviewed in the book, Transcription Techniques.

All practice belts will include letters. There is a change, however, in the form used for the address. For example, the book will show an address as follows:

Gramercy Stationery, Inc.
482 Faber Street
Cleveland 56, Ohio

This, of course, is wrong. Mailing standards have changed and zones no longer exist. Instead, a zip code and a zip code state abbreviation must be used. The correct form to use would be:

Gramercy Stationery, Inc.
482 Faber Street
Cleveland, OH 73401

Also, when using the first name of a person in a salutation line, (Dear Tom), use a comma after the saluation and not a colon. Include your reference initials on all letters and use an enclosure line when applicable.

All practice material must be kept to show that the work has been done. The test is graded on a time/error basis; that is, the amount of time taken plus errors made. After the test is completed and the time recorded, the material is proofread for a grade. Any mistake that is overlooked will count double and will influence the final proofreading grade.

Test belt #5 is made up of a spelling test, a one-page manuscript, and letters. Envelopes will not be typed for these letters.

Name _____

Date _____ Score ___

WRITTEN EXAMINATION FOR TRANSCRIBER JOB #1
(In Addition to a Performance Test)

Business English

Select the correctly spelled word in each group and place the letter that identifies that word in the answer column.

1. (a) Cooperat, (b) co-operate, (c) cooperate, (d) copirate ___
2. (a) Conceeded, (b) conceded, (c) concided, (d) canceded ___
3. (a) Concensus, (b) consensus, (c) consinsus, (d) consensis ___
4. (a) Responsable, (b) responsible, (c) risponsible ___
5. (a) Mediocer, (b) mediocre, (c) mediacre, (d) mediacer ___
6. (a) Humorous, (b) humurous, (c) humerous, (d) humoris ___
7. (a) Deceived, (b) decieved, (c) decevied, (d) dicieved ___
8. (a) Pesimistic, (b) pesimisstic, (c) pessimistic, (d) pessimestic ___
9. (a) Calenders, (b) calanders, (c) calendars, (d) celenders ___
10. (a) Remitance, (b) remittence, (c) remittance, (d) rimettance ___

Office Practice

1. When you hear two voices on the transcriber, the (a) belt roller, (b) tuning control, (c) tone control must be adjusted. _____
2. The (a) belt roller, (b) tone control, (c) belt release must be used before removing the belt. _____
3. If you want the belt to reverse four words, two words, or no words automatically, you can adjust the (a) foot control, (b) index position, (c) tone control. _____
4. If you move the (a) tone control, (b) tuning control (c) speed control too far toward the right, a man will sound like a woman. _____
5. We use the (a) secretary section, (b) letter section of the index tab to determine the number of words in a letter. _____
6. What part can you move in order to go quickly to some other portion of the magnetic belt? _____
7. What control must you use in order to bring in more bass or treble? _____

8. On what portion of the index tab do you find directions? _____

9. What may not be on the machine properly if you hear a buzzer? _____

10. The IBM Executary booklet tells us that there are how many basic letter styles? _____

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TRANSCRIBER JOB #2 (Transcribing Unit)

OBJECTIVE:

To typewrite from transcription belts with a high degree of speed and accuracy.

ASSIGNMENT:

Review directions given in the transcription manual.

TO THE STUDENT:

IBM belts 6 through 10 are similar to belts 1 through 5. Therefore, it is important that you review some of the directions given on the instruction sheet for Transcriber Job #1. Belt #10 is the final test belt and must be obtained from the teacher after you have completed all practice work on belts 6-9. All material on these practice belts should be typed. In order to conserve paper, you can use both sides of each sheet. Keep this practice material in case you are asked to show what you have done.

Each practice belt (6-9) contains a spelling paragraph, letters and manuscripts. The manuscripts are mainly for practice in spelling, punctuation and form. Continue to read the lesson (Transcription Techques) corresponding to the belt that you are using.

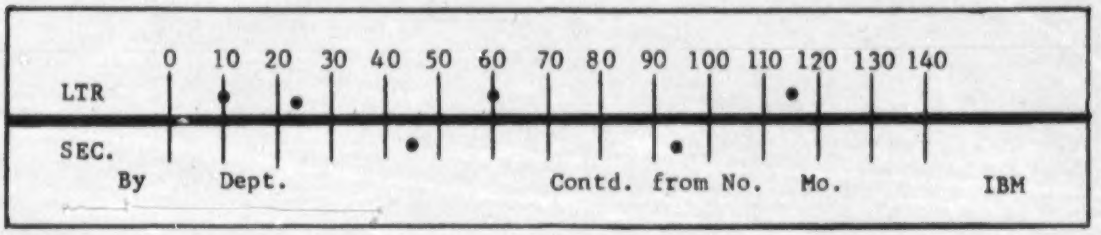
Units on the comma and other punctuation marks in Business English and Communication should be reviewed before proceeding with belts 6 through 9. (Units 25 through 28--it is not necessary to read everything in these units; just review the fundamentals.) The dictator will tell you when to use dashes, but he does not dictate when to use commas and other punctuation marks.

Before starting test belt #10, review the section on the "Index Tab" on pages 10 and 11 of Transcription Techniques. This will help you to place letters correctly with the help of the letter placement chart. Because the evaluation of this work will be the same as on Transcriber Job #1, it would be a good idea to review the last two paragraphs of the instruction sheet. Test belt #10 is made up of a spelling test (taken from the spelling paragraph on the practice belts) and five letters.

Name _____

Date _____ Score ____

SUPPLEMENTARY TRANSCRIBER TEST



Type all answers on an answer sheet. Use the drawing above to answer all of the following questions:

1. Approximately how many words are in the body of the third letter? _____
2. At what point (number) are you going to place your scanner first? 45
3. At what point are you going to place your scanner next? 94
4. What do the upper dots indicate? Length of letter
5. What do the lower dots indicate? Directions
6. Approximately how many total words are in the last letter (assuming it goes to the end)? 240-260
7. How many letters are there on this belt? 5
8. Where would you set your margins for the second letter (indicate both numbers)? _____
9. How many lines would you come down before the date in the fourth letter? 12
10. At what number (approximately) does the second letter end? 24
11. Could you double space any of the letters on this belt? No
12. If one of the above was a manuscript, how many lines would you come down from the top for the heading? 12 or 13, 9 or 10
13. If you had to go to a second page for one of the above letters, what kind of margin (inches) would you leave at the bottom of the first page? 1 inch
14. How many lines would you come down below the date in the first letter? 20
15. What does the scale (numbers) on the illustration indicate? 10 lines or 100 words
16. What margins would you use for the third letters? 18 & 19 or __

Matching Test Items

Select the letter that most appropriately fits or completes the statement on the right, and print the letter in the space provided.

a. Belt release lever
b. Belt rollers
c. Erase magnet
d. Foot control
e. Full-blocked
f. Index postion indicatir (scabber)
g. Index position selector
h. Index tab
i. Index tab holder
j. Letter section
k. Modified block
l. NOMA
m. On-Off light
n. On-off Volume control
o. Position selector release button
p. Secretary section
q. Speed control
r. Tone control
s. Tuning control

1. The part used to take the belt out of the machine. ( )
2. A style of letter in which the date and closing lines are toward the right of the paper. ( )
3. If you move this part to the left, it lowers the voice. ( )
4. When you hear two voices, this part must be adjusted. ( )
5. A style of letter in which everything starts at the left margin. ( )
6. This part is used when it is necessary to go back to some other portion of the belt.
7. Another name for the AMS simplified letter. ( )
8. Another name for the bottom portion of the index tab. ( )
9. You go to this section of the index tab in order to hear the directions. ( )
10. This part of the machine can be set so that the belt will reverse four words, two words, or no words when you release it. ( )
11. In order to bring in more bass or treble this part is used. ( )
12. This part can be used if you want to remove everything from the belt very quickly. (1)
13. If you move this part too far toward the right, a man can sound like a woman. ( )
14. We use this part of the index tab in order to determine the number of words in a letter. ( )
15. The belt rolls around these. ( )
16. This should be on before pushing the foot pedal. ( )
17. We must push this in order to move the scanner. ( )

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FULL-KEYBOARD ADDING-LISTING MACHINE

OBJECTIVE:

The student should learn to operate the full-keyboard adding-listing machine and to develop the speed and accuracy demanded for a marketable skill.

ASSIGNMENT:

Basic Assignment:

1. Full-Keyboard Adding Listing Machine Course.
   Third Edition.
   Pages iv, v, vi, vii, viii.

TO THE STUDENT:

Do each problem twice. Check to be certain the answers agree. If they do not, work the problem once more. If you still do not get the right answer, ask your instructor for help. Do not write in the book. List your answers on a separate answer sheet provided with this unit.

1. Job #1 (addition, zeros, one and two-digit numbers), Pages 1-4. Remember, each problem is to be done twice. Be certain your answers are correct. If your answers are not correct, work the problem one more time. If you are having difficulty, ask your instructor for help. You will follow this procedure for all subsequent jobs.

2. Job #2 (Addition of Three-Digit Numbers), Pages 5-8.

3. Job #3 (Addition of 4-6 Digit Numbers and the Non-Add Key), Pages 9-12.

4. Job #4 (Subraction), Pages 13-16.

5. Job #5 (Speed Drill), Pages 17-20. Time yourself with a stop watch. Record your answers and the time that it takes you to do the 16 problems.

6. Job #6 (Repeat Addition), Pages 21-24.

7. Job #7 (Multiplication), Pages 25-28.

8. Job #8 (Subtotal and Crossfooting), Pages 29-32.

9. Job #9 (Speed Drill), Pages 33-35. Time yourself with a stop watch. Record your answers and the time that it takes you to do the 29 problems.

10. Ask your instructor for Test #1 that accompanies the textbook.

11. Job #11 (Decimals, Fractions, and Percentages), Pages 37-40.

12. Job #12 (Fixed Decimal Point), Pages 41-44.

13. Job #13 (Multiplication, Short-Cut Method), Pages 45-58.

14. Job #14 (Discount and Net Amount), Pages 49-52.

15. Job #15 (Speed Drill, Addition), Pages 53-56.

16. Job #16 (Division, Decimals in Dividend and Divisor), Pages 57-60.

17. Job #17 (Credit Balances), Pages 61-64.

18. Job #18 (Business Forms), Pages 65-68.

19. Job #19 (Speed Drill, Addition), Pages 69-72.

20. Ask your instructor for Test #2 that accompanies the textbook.